

## **5308 - PROPERTY & EVIDENCE TECHNICIAN II**

### **NATURE OF WORK**

This is responsible technical and supervisory work involving the systematic receipt, storage, maintenance and issuance of various items of police equipment such as uniforms, weapons, and supplies.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Answers phones; releases property to owners, victims, etc.; disperses petty cash (lunch money, misc. expenses etc); disperses payroll checks.

Issues Police equipment to Police Officers and divisions of Police Dept. (such as weapons, radios, mikes, etc.).

Transports Police vehicles to and from City Shops (e.g. Fleet Management).

Processes memos and letters to Police Officers and outside agencies.

Maintains inventory on computer spreadsheet for monies confiscated by the City.

Maintains inventory on computer spreadsheet for vast amounts of narcotics and narcotics paraphernalia to be destroyed.

Secures narcotics and narcotics paraphernalia for destruction.

Corresponds with City Attorney's Office in reference to getting a court order for destruction of narcotics and paraphernalia.

Inventories narcotics and paraphernalia pending destruction.

Enters all abandoned vehicle tow monies received from tow companies into computer.

Maintains inventory on computer spreadsheet for confiscated jewelry.

Maintains inventory of all equipment issued to Police Officers and support personnel of the Police Department.

Takes inventories and maintains appropriate inventory records and prepares inventory reports for distribution.

Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of methods and procedures of storing and securing items of evidence, and dangerous or other materials stored and released through the Unit.

Thorough knowledge of inventory and record keeping requirements of a diversified Police property and evidence operation.

Considerable knowledge of all supplies, equipment, and material used in the Police Department.

Knowledge of stock receiving, storekeeping, and shipping methods, practices, and procedures.

Ability to understand and carry out oral and written instructions from various supervisors.

Ability to adjust to changes in assignments without an undesirable effect on initiative, motivation, or productivity.

Ability to operate a motor vehicle.  
Ability to exercise independent judgement.  
Ability to express oneself clearly and effectively, orally, and in writing.  
Ability to apply basic principles in performing responsible work relating to the organization of assignment.  
Ability to cope with situations firmly, courteously and tactfully.  
Ability to develop analytical capabilities in order to analyze situations quickly and objectively and to determine proper course of action.  
Ability to establish and maintain effective working relationships with other employees, the public and representatives of other agencies.

## **MINIMUM REQUIREMENTS**

Employed by the City for the past six (6) months (part-time will be prorated). Two (2) years full-time experience in the receipt, storage, and issuance of police equipment or evidence. Shift work including nights, weekends, and holidays.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling.

## **SUPERVISION RECEIVED**

Assignments are received and work methods prescribed in the form of detailed outlines subject to review for compliance with departmental standards and objectives.

## **SUPERVISION EXERCISED**

Supervises technical and clerical subordinates.

Rev. 4/97 (minimum req.)